

## Fixed Assets Accountant

The International Charitable Foundation "**Alliance for Public Health**" is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis and other socially dangerous diseases in Ukraine in cooperation with state partners and civil society organizations through providing financial and technical support to relevant programs, which cover over 300,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv.

**Purpose: To maintain general ledger, validates data from contributing sources, and prepares journal entries and reconciliations. To make accounting records of fixed assets movement. To support other staff with preparation of relevant documents. To generate relevant reports with accuracy and timeliness and to the highest professional standards.**

### **Core Requirements:**

- Minimum 1 year working experience on relevant position (fixed assets/stock accounting)
- Relevant educational background (Accounting/Finance).
- Practical knowledge of national accounting standards and tax legislation.
- Knowledge of 1C Accounting is a plus.
- High level of computer literacy. Advanced knowledge of MS office, especially Excel.
- Account reconciliation and audit experience is a plus
- Good command of written and spoken Ukrainian, English – pre-intermediate.
- Ability to think and communicate clearly.
- Ability to handle multiple tasks with strict deadlines.
- Experience in accounting with an international organization or NGO is a plus.
- Strong commitment to confronting HIV/AIDS and motivation to work.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua>

**How to apply:** Please send your CV and a covering letter in English and Ukrainian to [vacancy@aph.org.ua](mailto:vacancy@aph.org.ua). Subject line should contain "**Fixed Assets Accountant**".

**Deadline for applications:** 6 pm, September 20<sup>th</sup>, 2023.

Only successful candidates will be contacted for an interview.

***The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.***

***The International Charitable Foundation "Alliance for Public Health» applies zero tolerance policy with regard to sexual exploitation, abuse or harassment and related abuse of power or authority. It is expected that all selected candidates will adhere to the highest ethical standards and will undergo rigorous reference and background checks.***

## DESCRIPTION OF SERVICES

**Job Title:** Fixed Assets Accountant

**Department:** Programs

**Team:** Accountant

**Position Type:** civil contract till 20<sup>st</sup> September, 2024 with possibility of extension.

### **Background:**

PEPFAR (Improving HIV Treatment Cascade for Key Populations through Differentiated Case Detection and Linkage to Care and Increased Capacity of the Center for Public Health and Strategic Information in Ukraine under the President's Emergency Plan for AIDS Relief) project supports activities aimed in HIV case finding, linkage to care, treatment and prevention programs and encourages the use of strategic information to develop the evidence-informed country response to HIV and other related socially dangerous diseases.

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### **POSITION REQUIREMENTS:**

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### **DUTIES AND RESPONSIBILITIES:**

1. Maintain fixed asset records including additions, disposal, retirements, modernization, and depreciation. Special emphasis to vehicle accounting.
2. Monitor, review, and update general ledger on relevant accounts: Fixed Assets (including tangible and intangible), Construction in Process (CIP), Depreciation.
3. Work closely with field personnel to ensure timely entering data with proper useful lives and asset classifications.
4. Support other staff with preparation of documents of fixed assets movement.
5. Perform reporting and analysis, including monthly, quarterly, and annual reporting of assets expenditures for audit support
6. Provide support during donors' review and annual audit.
7. Perform monthly roll forward and other month end close schedules.
8. Ensure compliance with governmental laws on fixed assets accounting.
9. Prepare analytical files and reports for tax authorities and audit.
10. Conduct a physical verification of fixed assets with relevant staff regularly.
11. Effectively communicate with management and other staff.
12. Undertaking other reasonable and related tasks for the fulfillment of strategic objectives.

### AUTHORITIES

#### **Functional Authorities:**

1. Access to accounting software – 1C: Accounting, 1C: PSM
2. Responsibility for fixed assets accounting.
3. Communication with budget holders, financial controller, relevant directors and other Alliance staff over payment orders, supporting documents etc.

Budget Authority: **No**

SUPERVISION OF STAFF: **No**

REPORTS TO: **Project Manager**